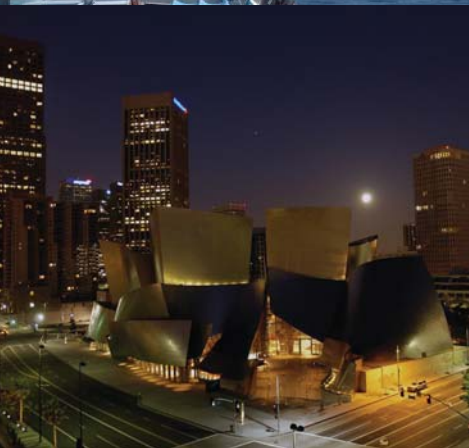


COUNTY COUNSEL

County of Los Angeles, CA





THE COUNTY

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the County's residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

OFFICE OF THE COUNTY COUNSEL

The Office of the County Counsel (the Office) acts as the legal advisor to the Board of Supervisors (the Board), County officers and departments, special districts, and certain other public agencies, such as the Metropolitan Transportation Authority.

The Office provides a broad range of legal services directed at furthering the public service objectives of the County, while protecting the County from loss and risk. Legal services include advising on the law as it applies to County operations; drafting legal documents; representing the County in civil actions, workers' compensation matters, and dependency court cases; and serving as issuer's counsel on funding issues. County Counsel also assists in presenting the County's position in the State Legislature and before State and federal regulatory agencies and administrative hearing boards.

The Office's current operating budget is \$91.6 million and includes funding for approximately 548 positions.

THE POSITION

The position of the County Counsel serves as the chief legal advisor to the Board of Supervisors. In addition, the County Counsel also provides legal services through subordinate deputy counsel for County and District Officers, the Metropolitan Transportation Authority, and a number of special districts; and has full responsibility for planning and directing all operations of the Office of the County Counsel, which has exclusive charge and control of all civil actions in which the County or any County officer or employee is a party.

Key competencies of the position include:

- *Credibility* – providing competent and sound legal advice, based on a thorough review of the law and a command of the relevant issues at hand.
- *Objectivity* – providing advice and counsel in the best interest of the County and the Board based on law, fact, data, and information instead of personal agenda, public opinion, or political perspective.
- *Client Orientation* – placing a top priority on the needs, interests, and objective of the Board and its members; responding to their needs, requests, and concerns; being willing to take appropriate risks on their behalf.
- *Confidence and Presence* – being willing to take a stand when necessary, to share opinions and insights, to defend perspectives and recommendations, to hold others' accountable, and to solicit and listen to others' ideas and concerns without becoming defensive or frustrated.
- *Open Mindedness* – considering alternative interpretations and perspectives without bias or prejudice; modifying recommendations, approaches, and/or plans to reflect the Board's/County's priorities.

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- *Persuasiveness* – presenting perspectives and recommendations effectively, rationally, and accurately by identifying common goals and objectives and/or using logic and expertise to influence others, build consensus and support for County initiatives, and/or negotiate contracts in the best interests of the County.
- *Leadership* – serving as a change agent for the culture of the Office of the County Counsel; creating a long-term vision and mission for the Office; setting high performance standards; and holding others accountable.
- *Political Savvy* – being able to maneuver through complex political situations effectively and without being drawn into the political debate; understanding how the Board and relevant organizations function in a political and public environment; effectively coping with ambiguity and change; being comfortable handling uncertainty; viewing corporate politics as a central component of the work environment and adjusting to that reality.
- *Strategic Thinking* – having the ability to develop an effective and cohesive management team, set out a vision, develop staff to achieve mission critical goals and develop a succession plan to ensure department success and renewal.
- *Transparency* – understanding that the actions of the legal department must be open to public scrutiny and that staff must be accessible and responsive to the public as well as the elected officials.

The position is open due to the upcoming retirement of the incumbent.

GOALS/PRIORITIES

The newly appointed County Counsel will represent the largest county in the nation at the direction of the Board. In addition to working with a diverse range of departments, projects and issues, the County Counsel will:

- Represent the Board's interests and serve as the Board's advocate on legal issues and concerns.
- Provide sound, thorough, and objective legal counsel and advice to the Board on the legality of issues before them.
- Retain and manage outside counsel to ensure required, specialized input and expertise is obtained and that outside advice and counsel is relevant to the County context and Board's needs.
- Lead the Office to a more proactive approach in preventative law and risk management.
- Be an effective communicator and create a relationship of open and ongoing dialogue with the Board.
- Manage the Office of County Counsel to ensure top quality legal counsel is available in-house and as required to best serve the needs of the County.
- Create a cohesive, transparent, and team-like environment, as well as develop, mentor and train the staff.
- Recruit talented senior level attorneys with a proven track record of using best practices in organizations.

THE CANDIDATE

Education, Certifications and Experience

Minimum requirements are:

- Demonstrated knowledge, skills, and abilities required in managing a legal department of a city or county, a legal department of a state or federal agency, or a law firm or corporate law office involved in civil litigation. Such management includes responsibility for the preparation for and trying of civil suits; the provision of legal advice to officials; the management of litigation in a cost effective manner; the technical and administrative direction of attorneys; and the preparation of budgets and other administrative duties necessary to the conduct of the Department's, firm's, or office's affairs.
- Admission to practice law in all courts of California.
- A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- U.S. citizenship is required for appointment to this position.

Candidates should have experience working for a county or a similar public agency. They should also have experience reporting to a board. Additional areas of expertise include: personnel management, public records, Brown Act, municipal litigation, preventative law and risk management.

Management Style and Personal Traits

The County of Los Angeles has a dynamic, challenging and rewarding professional environment. The Board of Supervisors is seeking candidates with strong leadership skills, outstanding communication and interpersonal skills, and an established track record of high performance in similarly complex organizations.

The ideal candidate will be a strong, hands on and experienced manager who takes a balanced, collaborative and strategic approach. He or she will stay on top of the issues and details. He or she will be someone who holds staff accountable, yet is respected and admired by staff. This person will have good judgment, be fiscally prudent, and able to be a change agent. He or she will be solution-oriented and a creative problem solver.

The selected candidate will be energetic, forward-thinking and knowledgeable of litigation trends and topics. He or she will be proactive, politically savvy and astute, polished and confident. This person will be creative, intelligent, direct and honest.

Lastly, the selected candidate will be committed to working with the County and embrace the opportunity to make a difference for the community.

COMPENSATION

Compensation is open to negotiation. Starting salary will be dependent on qualifications, salary history, and career accomplishments. Specific salary placement will be based upon the Board's evaluation of a candidate's overall ability to provide exemplary leadership to the County. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

- Retirement Plan - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 19% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, and life and AD&D insurance. (NOTE: Not applicable to County employees who are currently in Flex.)
- Flexible Spending Accounts - Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- Savings Plan (401k) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Holidays - 11 paid days per year.
- Transportation Allowance - The monthly transportation allowance is \$620.
- Split Dollar Insurance - Level life insurance death benefit of \$50,000 to \$250,000 depending on age at entry into the Plan.

HOW TO APPLY

The process for this recruitment is highly confidential and will be handled accordingly through its recruitment and evaluation phases. References will not be contacted until mutual interest has been established. Resumes, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Board of Supervisors for consideration and appointment.

Candidates should be aware that an extensive background investigation will be completed on the candidates invited to participate in the final selection process.

Please apply **on-line immediately** at www.allianceRC.com. For questions, inquiries or candidate recommendations please contact:

Sherrill A. Uyeda, *Founding Partner* and
David Armijo, *Senior Manager*

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<http://twitter.com/Alliancerc>



Alliance Resource Consulting, LLC

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received and kept confidential and utilized solely for required statistical purposes.

Additional information may be found at www.allianceRC.com.

RESUMES RECEIVED BY 5:00 P.M., MONDAY, FEBRUARY 6, 2012, WILL RECEIVE FIRST CONSIDERATION

The County of Los Angeles is an Active Equal Opportunity Employer

